

**CHEPSTOW TOWN COUNCIL**  
**The Gatehouse, High Street, Chepstow NP16 5LH**  
**Tel. 01291 626370 Email admin@chepstow.co.uk**

21<sup>st</sup> January 2022

Dear Councillor

You are hereby summoned to attend the **Ordinary Meeting** of Chepstow Town Council to be held via Zoom remote meetings <https://zoom.us/j/7344109571> on **Wednesday, 26th January 2022 at 7.00pm**, for the purpose of transacting the following business.

Yours faithfully,



Lucy Allen  
TOWN CLERK

***Members are reminded that they attend this meeting under the provisions of the Town Council's Code of Conduct.***

### **AGENDA**

**141. Declarations of Interest in Items on the Agenda**

[Declarations of Interest form](#) attached for completion and return to the office. Interests may also be declared at any point in the meeting if the need arises.

**142. To Suspend Standing Orders**

**a) Public Open Forum (15 minutes at the discretion of the Mayor)**

Members of the public are invited to address the Council in relation to items on the agenda. A member of the public shall not speak for more than 5 minutes unless directed by the Chair. A question shall not require a response at the meeting nor start a debate on the question. The chair may direct that a written or oral response be given.

**b) Mind Monmouthshire**

To discuss renewal of the existing partnership arrangement which expires on 31<sup>st</sup> March 2022.

**143. Mayoral Announcements**

**144. Minutes**

- a. To approve the [minutes of the Ordinary Meeting of Full Council held on 24<sup>th</sup> November 2021.](#)
- b. To approve the [minutes of the Extraordinary Meeting of Full Council held on 8<sup>th</sup> December 2021.](#)
- c. To approve the [minutes of the Extraordinary Meeting of Full Council held on 5<sup>th</sup> January 2022.](#)

**145. Matters Arising**

To receive the [Clerk's Update](#) on progress of resolutions, *for information only.*

**146. Committees**

**a) Planning and Administration Committee**

- i) To receive the [minutes of the Planning and Administration Committee meeting held on 24<sup>th</sup> November 2021.](#)
- ii) To receive the [minutes of the Planning and Administration Committee meeting held on 8<sup>th</sup> December 2021.](#)
- iii) To receive the [draft minutes of the Planning and Administration Committee meeting held on 12<sup>th</sup> January 2022.](#)

**b) Environment and Amenities Committee**

- i) To receive the [draft minutes of the Environment and Amenities Committee held on 12<sup>th</sup> January 2022](#).
- ii) To consider recommendation to approve funding of the Summer Playscheme 2022 at £20,000 as per the budget

**c) Drill Hall Management Committee / Drill Hall Community Asset Transfer Working Group**

- i) To consider the [minutes of the Drill Hall Management Committee meeting held on 15<sup>th</sup> November 2021](#).
- ii) To consider the [minutes of the Drill Hall Management Committee meeting held on 22<sup>nd</sup> December 2021](#).
- iii) To receive the [DHMC Financial Report for quarter 3 of 2021/22](#),

**d) Bulwark Community Centre Management Trust**

- i) To receive the [minutes of the Bulwark Community Centre Management Trust meeting held on 18<sup>th</sup> October 2021](#).
- ii) To receive the [minutes of the Bulwark Community Centre Management Trust meeting held on 22<sup>nd</sup> November 2021](#).
- iii) To receive the [minutes of the Bulwark Community Centre Management Trust meeting held on 10<sup>th</sup> January 2022](#).

**e) Working Party Updates**

To receive updates and consider any recommendations/next steps from:

- i) [Place Plan update](#) and [summary document](#)
- ii) Communications and Public Participation
- iii) Shopmobility/Disability

**Exclusion of Press and Public**

To consider exclusion of the press and public for the discussion of iv) Internal Investigation owing to the confidential and sensitive nature, this is in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

iv) Internal Investigation

- a. To receive an update of the advice received from the Council's HR consultant following the resolution from the meeting on the 8<sup>th</sup> December 2021 that this item be deferred.
- b. To agree a date for Extraordinary meeting to reconsider the report and recommendations.

**147. Monmouthshire County Council (MCC)**

**a) Business Resilience Forum**

To receive an update from the Business Resilience Forum including the status of the High Street and Bulwark shopping areas (*oral report*)

**b) Notice of experimental traffic order – Road Traffic Regulation Act 1984, s9 and Part III of Sch 9 and Local Authorities Traffic Order (Procedure) (England & Wales) Regulations 1996**

To receive the [experimental Traffic Regulation order for the High Street and Bank Street](#) and to consider the [Statement of Reasons](#) for the order.

**c) Dog Waste Bin Contract**

- i) To note that MCC are advertising the Dog Waste Bin emptying contract which may in the future have consequences for the Town Council's existing provision.
- ii) To consider allowing MCC to put up a new [campaign poster](#) in problem areas, MCC will undertake a weekly survey of the site for 6 weeks once the signs are deployed, and a survey beforehand to see if they make any difference.

**d) Update of Marketing Campaign**

To receive and consider the [update from MCC following the Town Council's contribution to the "Money Matters" signposting campaign](#).

**148. Welsh Government**

**a) Local government Act 1972 – Section 137 Expenditure Limit**

To note [letter](#) advising that the appropriate sum for the purposes of section 137(4)(a) of the Local Government Act 1972 for Town and Community Councils in Wales for the financial year 2022-23 is £8.32.

**b) Laying of the Eligible Community Councils (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021**

To note [correspondence regarding the Eligible Community Councils](#) (General Power of Competence) (Qualifications of Clerks) (Wales) Regulations 2021.

**c) Shaping Wales Programme**

To receive the [update from Welsh Government on the Shaping Wales](#) programme following publication of the first wave of national milestones under the Well-being goals.

**149. One Voice Wales**

Following the decision of Full Council to forward an Expression of Interest in participating in a Pilot for a new [self-evaluation toolkit for Town and Community Council](#) (min ref 106), the Town Council have been asked to consider the Governance and Financial Management section. Members to nominate a Councillor to work through the tool-kit with the Clerk and attend a focus group on either of the following dates to discuss the outcome Monday 28 February, Tuesday, 1 March or Friday 4 March between 2pm – 3:30pm.

**150. Consultations**

**a)** Welsh Government Consultation on [The Local Government and Elections \(Wales\) Act 2021: Draft Statutory Guidance for Community and Town Councils Local Government and Elections \(Wales\) Act 2021: Community and Town Councils statutory guidance | GOV.WALES](#).

**151. The Queen's Platinum Jubilee**

- i) To consider setting up a Working Party to organise the events for the [Queen's Platinum Jubilee](#) celebrations and, if appropriate, to nominate Members.
- ii) To consider exploring the projection of the Jubilee Concert live from Buckingham Palace on Saturday 4<sup>th</sup> June and two separate tea-parties with music in Bulwark and the Town on Sunday, 5<sup>th</sup> June alongside the market (*this follows some suggestions received from a social media questionnaire*). An amount of funding will need to be allocated to support the costs associated.
- iii) To consider, and if appropriate, agree the costs associated with installing Union Flag bunting across the town. Roads to include Moor Street, High Street and St Mary's Street as well as investigating whether Bulwark Road can be included. Cost of bunting £1,147.50 for 1000m, road closure management £1,140 and contractor (*costs to follow*).  
Funding to come from the Amenities Adverts/Publicity budget where there is currently £8,712 available under the two budget lines (*LGA 1972, s 145*).
- vi) To consider [correspondence from The Palmer Centre](#).
- v) To consider [correspondence from Chepstow Knitters](#).

**152. Finance**

**a) Bank Reconciliation**

- i) To confirm the [reconciliation of the Council's Bank Accounts at 30th November 2021](#).
- ii) To confirm the [reconciliation of the Council's Bank Account at 31<sup>st</sup> December 2021](#).

**b) Accounts**

To receive and adopt the [Income and Expenditure account for the month of December 2021](#).

**c) Income and Expenditure**

- i) To receive the [Receipts and Payments for the month of November 2021](#).
- ii) To receive the [Receipts and Payments for the month of December 2021](#).

**d) Rialtas**

To consider [correspondence from Rialtas](#), the Town Councils current provider, offering a three-year financial accounts year-end support service.

**e) MCC – CTC Town Crew Partnership Agreement**

To note the costs from MCC to supply and manage the Chepstow Town Crew for 2022/23 at £105,186.41. This is the Town Council's final year of a 3-year agreement (*Litter Act 1983, s5,6*).

**f) Interim Internal Audit Report 2021-22**

To [receive and consider the Interim Internal Audit Report for the financial year 2021-22](#) and to consider the recommendations.

**g) Dog Bin request**

To consider a request received to install a dog bin at Station Road near the entrance to the new housing development at a cost of £252.00 plus VAT and emptying costs. Note that landowner permission will need to be sought.

**h) Donation from the Thursday Fellowship**

To [receive correspondence from the Chepstow Thursday Fellowship enclosing a donation of £150.00](#) for use of the meeting room at the Gatehouse and, if appropriate, to consider how to spend this donation.

**i) Chepstow Agricultural Society**

To note [correspondence from Chepstow Agricultural Society](#) and consider renewal of the Town Council's membership for 2022/23.

**153. Correspondence**

- a) To consider the correspondence listed in the [Correspondence Schedule](#).
- b) To receive and consider [correspondence from Wild Horse 200](#) and their plans for an ultra-running event to start in Chepstow.
- c) To consider a [request from Parkinson UK](#) to light up the Arch in blue for World Parkinson's Day on April 11th for 1 night.

**154. Reports of Representatives on Outside Bodies**

Oral reports from members who have attended meetings as a nominated representative of the Town Council.

**155. Decisions made during the Christmas Recess**

To note that the following decisions were made during the Christmas Recess:

Purchase of a replacement computer in the Administration Office £450.00 (*LGA 1972, s111*)

Purchase of 10 x presentation plaques £298.00 (*LGA 1972, s137*)

Purchase of 2 x foot operated hand sanitizer pumps (one for the Gatehouse and one to be donated to the Community Fridge) total cost of £300 (*LGA1972, s133*).

**156. Matters Relating to the Public and Urgent Information**

**157. Items for Next Meeting**

Safer Neighbourhoods – Gwent Police presentation.

**158. Date of Next Meeting**

To confirm that the next Ordinary Meeting will be held on Wednesday 23<sup>rd</sup> February 2022 at 7.00pm via Zoom remote meetings.